

CDMRP Proposal Submission via Grants.gov

STEP 1 — PIs, CFO-2 Analyst (if estimate is required) and DoD Program Office:

Please notify PGA (proposals@lanl.gov) and provide us with the following as soon as possible following FOA:

- FOA (Funding Opportunity Announcement and Web link)
- Deadline date of Letter of Intent
- Deadline date for proposal submission
- Names of PIs submitting Letter of Intent/Proposals
- Name of LANL Program Manager (PM)

Once we receive notification, we will assess our workload for your possible submission. Please notify the appropriate PM that you intend to respond to a specific announcement.

STEP 2 — PIs and Program Office:

PIs submit their Letters of Intent directly through [CDMRP](#)

PIs need to select Carol Gomez or MaryAnn Martinez as their Contract Representative

PIs need to upload and answer all required information on each tab 1–5 prior to submission (including: collaborators and conflict of information)

Carol or MaryAnn will receive notification of submission.

STEP 3 — PIs, Program Office, CFO-2 Analyst, and PGA:

The **FINAL** completed proposals are due in the PGA office **5 business days** prior to submission.

PGA will assist in submission to Grants.gov.

Templates will be created and sent to the staff for completion. PIs should also refer to the FOA Application Instructions and General Information guide for additional details.

PIs need to provide PGA with the following ASAP after notification to submit is received:

- PI Name:
- PI CDMRP username:
- PI CDMRP pre-application log number:
- Award Mechanism (if applicable, see FOA)
- Title
- Start and end dates:
- Budget analyst's name (he/she will be required to complete the SF424 budget)
- List of all LANL PI/key/senior personnel on the proposal
- List of all Subcontracts with the PI name and email

Once this is received, PGA will send a request for additional documentation to PI and Subcontracts.

STEP 4 — Program Office and PGA:

The Program Office should be well aware of all PIs submitting proposals. The PM will be sent the proposal to review. After the PM is satisfied with the submission, he/she will send PGA an approval to submit. PGA will not submit proposals without PM approval. (PGA can be notified of PM approval via email.)